

§ 2500.012

competition is not deemed appropriate for a particular transaction. Such determination shall be limited to transactions where it can be adequately justified that a noncompetitive award is in the best interest of the Federal Government and necessary to the goals of the program. Non-competitive determinations will comply with regulations established in 7 CFR 3015.158(d).

§ 2500.012 Requests for proposals.

(a) *General.* For each competitive grant or cooperative agreement, OAO will prepare a program solicitation (also called a request for proposals (RFP)). The RFP may include all or a portion of the following items:

- (1) Contact information.
- (2) Catalog of Federal Domestic Assistance (CFDA) number.
- (3) Legislative authority and background information.
- (4) Purpose, priorities, and fund availability.
- (5) Program-specific eligibility requirements.
- (6) Program-specific restrictions on the use of funds, if applicable.
- (7) Matching requirements, if applicable.
- (8) Acceptable types of proposals.
- (9) Types of projects to be given priority consideration, including maximum anticipated awards and maximum project lengths, if applicable.
- (10) Program areas, if applicable.
- (11) Funding restrictions, if applicable.
- (12) Directions for obtaining additional requests for proposals and proposal forms.
- (13) Information about how to obtain proposal forms and the instructions for completing such forms.
- (14) Instructions and requirements for submitting proposals, including submission deadline(s).
- (15) Explanation of the proposal evaluation process.
- (16) Specific evaluation criteria used in the review process.
- (17) Type of Federal assistance awards (*i.e.*, grants or cooperative agreements).

(b) *RFP variations.* Where program-specific requirements differ from the requirements established in this part, program solicitations will also address

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any such variation(s). Variations may occur in the following:

- (1) Award management guidelines.
- (2) Restrictions on the delegation of fiscal responsibility.
- (3) Required approval for changes to project plans.
- (4) Expected program outputs and reporting requirements, if applicable.
- (5) Applicable Federal statutes and regulations.
- (6) Confidential aspects of proposals and awards, if applicable.
- (7) Regulatory information.
- (8) Definitions.
- (9) Minimum and maximum budget requests and whether proposals outside of these limits will be returned without further review.

(c) *Program announcements.* Occasionally, OAO will issue a program announcement (PA) to alert potential applicants and the public about new and ongoing funding opportunities. These PAs may provide tentative due dates and are released without associated proposal packages. No proposals are solicited under a PA. PAs will be announced in the FEDERAL REGISTER or on the OAO Web site.

§ 2500.013 Types of proposals.

The type of proposal acceptable may vary by funding opportunity. The RFP will stipulate what will be required for submission to OAO in response to the funding opportunity.

§ 2500.014 Eligibility requirements.

Program-specific eligibility requirements appear in the subpart applicable to each program and in the corresponding RFPs.

§ 2500.015 Content of a proposal.

The RFP provides instructions on how to access a funding opportunity. The funding opportunity contains the proposal package, which includes the forms necessary for completion of a proposal in response to the RFP. The RFP will be posted on <http://www.Grants.gov>. OAO may also publish the RFP in the FEDERAL REGISTER.

§ 2500.016 Submission of a proposal.

The RFP will provide deadlines for the submission of proposals. OAO may issue separate RFPs and/or establish